

Data Entry

Program Operating Plan

Program or Division Name	Data Entry
Bureau	Bureau of Operations
Associateship	Associateship of Information Systems
Program Purpose	Data Entry provides data entry support for several TDH programs.
Major Responsibilities	Data Entry provides data entry services for several TDH programs, ensures that all forms are processed according to each department's time frame, and ensures that the error rate is kept to a minimal percentage level.
Population Served	<ul style="list-style-type: none">• Data Entry provides data entry services for the following TDH programs:<ul style="list-style-type: none">o Women/Infant/Children (WIC)o Bureau of Vital Statistics (BVS)o Women & Children (WC)o Immunization (IMM)• The WIC claims are transferred nightly to facilitate in on-time vendor payments. The death records are used by BVS to issue copies of requested death certificates for insurance purposes and by the Social Security Administration. The record of suits in BVS goes to the city, county, state, or federal government agencies to be used in determining aide or used in litigation. The information entered for the Women & Children and Immunization programs pertains to all of the citizens of Texas, with the primary focus toward children.
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Program Objectives	
Fiscal Year 2002 Objectives	Data Entry strives to meet each department's time frame for data entry, with an emphasis in keeping costs down and maintaining a minimal error rate. Data Entry will keep all positions staffed.
Services Provided/ Activities	Health Care Safety Net Services
	N/A
	Essential Public Health Services (EPHS)
	N/A
Program Evaluation	Administrative Services
	<ul style="list-style-type: none"> • BVS data entry • WIC data entry • Women & Children data entry • Immunization data entry • Time & Leave entry for all I.S. personnel housed at the Winters Bldg. • Submission of all H.R. actions for Data Entry personnel
	Performance Measures
	N/A
Performance Measures: State	
Performance Measures: Federal	N/A
Mandate/authority	N/A
Origins of program (if no mandate)	Data Entry was originally created by TDH to provide data entry support for all of TDH. Over time, several departments created their own positions to perform their data entry needs.
Program Rules	N/A
Advisory Committee or Regulatory Board	N/A